

FTE for Health Dept=how they do it.

1. Normally, I am sent a file created from a script which does all of the calculations for me; however, I can show you how it is done by hand.
2. I pull a file through a script from the HCM database which shows individuals and the hours they worked and whether they are paid monthly or bi-weekly.
3. I then take the regular hours worked and calculate the bi-weekly and monthly FTE. Below are the calculations.

Monthly vs. Biweekly Payrolls

Bi-weekly FTE Calculation

Totals # hours / # of bi-weekly pay period hours

If there are 2 bi-weekly pay periods then $2 * 80 = 160$ hours

If there are 3 bi-weekly pay period then $3 * 80 = 240$ hours

If total bi-weekly hours = 26432 and there are 2 bi-weekly pay periods, then $FTE = 26432 / 160 = 165.20$ bi-weekly FTE.

Monthly FTE Calculation

Totals # hours * normalizing factor (based on # working days in month) / 173.33

Normalizing Factor

20 days = 1.0833331	160 HOURS
21 days = 1.0317458	168 HOURS
22 days = .9848484	176 HOURS
23 days = .9420288	184 HOURS

Example: If total monthly hours = 26432 and there are 21 working days in the month, then $26432 * 1.0317458 / 173.33 = 157.3364$ FTE

Program Budget to Actuals Reports and FY-17 Line Items Sorted by Program.

1. See Attached.